

Change Request Form

Project Name: Broadband Mapping Program

Request #: 9

Date of Request: 10/5/10

Requested By: Dirk Huggett

Request Description:

Perform updates to data sets and ND Map through the Fall of 2010. The new project will deliver the following:

1. Produce census block maps or GIS\CAD compatible files for each provider to fill in coverage
 - a. Priority order will be the NDATC providers, then all other providers
 - b. All NDATC providers will be sent map\data packages. Other providers will be notified of opportunity to review maps and provide updates and will be sent review packages upon request.
2. Receive data from providers, transform the data and validate the data.
3. Provide the state of ND an updated ND Map version of the data on the following schedule.
 - a. For data resubmitted by the providers by November 5th, updated ND map data is due from TT by November 19th, State approval by November 26th.
 - b. For data resubmitted by December 3rd, updated ND map data is due from TT by December 17th, State approval by December 24th.
 - c. For data resubmitted by January 7th, updated ND map data is due from TT by January 21st, State approval by January 28th.

Out of Scope

1. Any data submissions received after January 7th will fall into the normal Spring Update already identified in the current contract.
2. No NTIA updates will be generated directly as part of this project.

Reasons / Goals for Change:

A number of providers expressed significant concern over their coverage shown on the map. The map coverage is directly generated from the data provided to the state. The goal of this project is to give the providers a simplified method of providing coverage data and to update the ND map as soon as possible in order to have the most accurate data available to the citizens.

Recommendations:

Approve

Impacts (Cost, Scope, Schedule, Quality):

Cost:

Cost impacts from the request include additional hours for technical managers and admin staff due to the new scope & schedule, increased provider coordination, and increased

Change Request Form

time for technical managers and production staff due to Increased data processing requirements. These are all new costs not currently accounted for in the contract.

New Costs

Deliverable	Deliverable Value
November Map Update	\$10,000
December Map Update	\$8000
January Map Update	\$8000

Acceptance: Upon receipt of each of the deliverables from CONTRACTOR, STATE will have 5 (five) working days in which to accept or reject it in writing. If STATE rejects it, STATE will specify in writing its grounds for rejection and CONTRACTOR shall use its best efforts to revise the deliverable to make it acceptable to STATE within the following 10 (ten) working days. If STATE rejects it a second time, STATE will have the option of repeating the procedure as described in this acceptance statement above or terminating this agreement upon written notice to CONTRACTOR. Travel expenses related to this scope will be handled as described in Section 30 of the contract.

Payment will be based upon the deliverable value. There will be no retainage for this scope.

Scope: This is a contractual change request for new scope to be delivered as follows:

Deliverable
Census Block Maps for first priority providers
Census Block Maps for second priority providers who request them.
First data resubmissions processed
First ND Map update
Second data resubmissions processed
Second ND Map update
Third data resubmissions processed
Third ND Map update

Schedule: Start date will be 10/11/2010 and end of execution on 1/28/2011

The schedule would look like this:

Deliverable	Dur	Start	Finish
Census Block Maps for first priority providers	5 d	10/11/2010	10/15/10
Census Block Maps for second priority providers	20 d	10/15/2010	11/12/2010
First data resubmissions processed	25 d	10/18/2010	11/19/2010
First data submissions due from providers	NA	NA	11/5/2010
First ND Map update	NA	NA	11/19/2010
ND review and approval	3 d	11/22/2010	11/24/2010
Second data resubmissions processed	20 d	11/22/2010	12/17/2010
Second data submissions due from providers	NA	NA	12/3/2010
Second ND Map update	NA	NA	12/17/2011
ND review and approval	4.5 d	12/20/2010	12/24/2010
Third data resubmissions processed	25 d	12/20/2010	1/21/2011

Change Request Form

<i>Third data submissions due from providers</i>	NA	NA	1/7/2011
<i>Third ND Map update</i>	NA	NA	1/21/2011
ND review and approval	5 d	1/24/2011	1/28/2011

Quality: We feel quality would improve with additional time for provider coordination, data compilation, and QA/QC verification.

Approval Signature(s) and Date(s):

ND Project Sponsor Name: Duane Schell

Action: Approve: ☒ Reject: ☐

Comments:

Project Sponsor Signature: *Duane Schell* Date: 12-14-10

Tetra Tech: Fred Gifford Action: Approve: ☐ Reject: ☐

Comments:

Project Sponsor Signature: _____ Date: _____